



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 28, 2021 NOTICE OF JOB VACANCY #21-387

An opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for current State employees who meet the requirements specified below:

TITLE: Senior Executive Service
(Director, Human Resource Management)

SALARY: Commensurate with Education and Experience

LOCATION: Division of Administration
Human Resource Management
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general direction of the Chief Administrative Officer and/or Deputy Chief Administrative Officer, Department of Law and Public Safety (Department) is responsible for the overall Human Resource Management functions for the Department servicing a number of divisions, offices and commissions; plans, organizes and administers departmental human resource management programs through application of established policies; develops and implements related procedures, and supervises the activities of staff assigned to the Office of Human Resource Management; directs the preparation and processing of all requests for personnel actions, such actions may include classified, unclassified and temporary employment appointments, promotional and open-competitive announcements and certifications, salary adjustments, promotions, transfers, recruitment, job vacancy announcements, staffing, separations, electronic Performance Assessment Reviews, Learning Management System, reclassifications, layoffs, employee relations, employee development and retention, grievances, appeals, payroll, benefits, leaves of absences, Workers' Compensation, Americans with Disabilities Act (ADA), Health and Safety and a variety of other actions; serves as the Department's representative on matters concerned with Human Resource Management; acts as a liaison between various units of the New Jersey Civil Service Commission, the Department of Treasury and other operating agencies; provides professional and technical information and advice to executives, administrators, supervisors, and subordinates within the Department and its divisions, offices and commissions regarding personnel and related management matters; recommends courses of action in the case of specific employee, organizational, or procedural problems or needs; does other duties as required.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-387 and a current resume on or before the closing date of November 11, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

OR

Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

